

Minutes of the Executive Committee

February 16, 2009

Chair Dwyer called the Executive Committee meeting to order at 8:31 a.m. and led the committee in the Pledge of Allegiance.

Executive Committee Members Present:

Jim Dwyer
Pat Haukohl
Bonnie Morris

Dave Swan
Tom Schellinger
Fritz Ruf (left at 10:40 a.m.)

Absent:

Duane Paulson

Also Present:

Chief of Staff Mark Mader
Emergency Preparedness Director Richard Tuma
Collections and Business Services Manager Sean Sander
Budget Management Specialist Linda Witkowski
Office Services Coordinator Karen Cooper
Jim Herzfeld
Business Services Administrator Donn Hoffmann
Principal Business Analyst Toni Limoni
Senior Financial Analyst Lyndsay Johnson
Senior Financial Analyst Bill Duckwitz

Information Technology Manager Mike Biagioli
Treasurer Pam Reeves
Legislative Policy Advisor Ann Olson
Infrastructure Administrator Al Mundt
Director of Administration Norm Cummings
Land Information Systems Manager Don Dittmar
Infrastructure Administrator Al Mundt
Legislative Policy Advisor Dave Krahn
Solutions Administrator Dave Kragenbrink
Community Resource Development Educator Jerry Braatz

Update on the Following Information Technology Projects:

Public Safety Systems – Biagioli said the county was notified by Spillman Technologies that we need to upgrade to Spillman version 4.6 since they will no longer be supporting Waukesha County's version 4.5. The best time to do this significant upgrade will be at the end of summer before the Spillman CAD system is replaced by a new system. Spillman will work with Waukesha County on the upgrade, which is included in our contract.

Dwyer asked if the upgrade would be needed if a new CAD supplier had been found by now. Biagioli said he did not know since the county will be retaining the Spillman law records and jail systems.

Tuma said the RFP process for finding a new CAD system is moving along more slowly than anticipated. Before Christmas, a representative from police and fire from each WCCC community was given six weeks to review the RFP and provide feedback. The responses were submitted and then given to the consultant. The RFP will go out in March or April.

Dwyer asked are we seeking the best CAD system for Waukesha County no matter which communities are members of WCCC? Tuma said that has been our approach. We want to find a system that can dump data into any law records system and provides flexibility. The new system should allow us to push data into the system and allow other organizations to pull it out. The systems need to be segregated so one system does not affect or interfere with the other systems.

Swan said it is important to make sure Waukesha County's coordinate addressing system works with the new system. Tuma said two vendors have already asked for a dump of address data. All interested companies will be tested to show their systems will work with our data.

Dwyer asked will the dispatchers be trained? Tuma said it is part of the process. Implementation will take nine to 12 months. Biagioli said we want to make sure all the systems link up seamlessly and instantaneously.

Tuma said the RFP includes requirements for future items we cannot afford now but may want to purchase in the future. We want to select a vendor who is not limited in their scope.

Herzfeld asked are you evaluating software systems? Biagioli said the county does not feel comfortable having someone else host and hold the data. Herzfeld asked what about joining other dispatch groups? Tuma said it is a possibility especially inter-county. Biagioli said we finally have an action plan for completing the link from the WCCC to the Milwaukee Sheriff's Department traveling across the DOT's Touch America fiber and allowing the systems to talk to each other. The cost of the equipment and a consultant are covered by grant money.

Hoffmann said the District Attorney's office requested a review of E-referral a program used by many other counties and part of Spillman's contractual obligation to Waukesha County. The county is waiting for Spillman to provide a date of completion for the interface. The new system electronically sends data from patrol officers to the DA's office, minimizing the number of trips officers make to the DA's office and eliminating work for both departments.

Biagioli said Badger Tracks allows police officers to electronically issue citations including printing a copy of the ticket for the violator. In addition to doing away with poor handwriting and coding problems, data is sent directly to the courts. The system is being piloted in Brookfield and the Sheriff's Department. He hopes the system will be running in six to eight months.

Biagioli said IP Mobilenet is networking with Waukesha County to connect us to surrounding states electronically. The project will do away with confusion and clean up manual layers.

Tuma said there is a rumor that 911 legislation is in the Governor's budget.

Countywide Cashiering – Sander said Countywide Cashiering is being phased into implementation by department including training, business process review, account transitions and interfaces. The county needs to get permission from the state to interface with the court's systems. All credit card activity has been consolidated and will be piggybacked onto the state's credit card system to save money.

Reeves said the vendor is not meeting expectations including security. It has been a struggle to get basic things done with them. County staff will have to work closely with the vendor to get security in place before she will use it for taxes. The project has moved too quickly and too many departments are involved. The vendor quickly went through the giant RFP and said they could build their system to meet all of our needs and fulfill all requirements. County staff spends a lot of time working with the vendor to fix things.

Sander said the vendor is dealing with the problems that have been raised. Reeves said she has reported several issues that need to be fixed including journal logging identifying when users log into workstations, accurate duplicate receipts, balancing reports totaling monetary and non-monetary items, etc. The vendor has fixed some of the issues and is working on others but it is a cashiering company and these issues should already be taken care of. They will end up a good company but how much will it cost Waukesha County in staff time to get them there? Hoffman said through the RFP process, the company agreed to provide 176 mandatory requirements. The county's intent is to review all mandatory requirements to make sure expectations are met. Internally there are things the county needs to work on.

Dwyer said security is the biggest issue. Cummings said DOA will deal with the security issues. Reeves said the vendor is paid as departments are added. Security should be in place before more departments are brought on. Hoffmann said security obligations are being attended to. Cummings said the county audits security every year with an outside vendor. Sander said Reeves issues are recorded on an issue log, evaluated and fixed appropriately. Hoffmann said the open issues log shows the Treasurer has two open issues and the vendor is working on them.

Cumming said in order to meet our objective of having one cashiering software package, not everyone is going to get exactly what they want. We cannot change everything in the system but instead may have to change the way we do business. We are not the first organization to implement a cashiering system.

Sander said The Active Network (TAN) has done thousands of implementations and acquired many companies. The county did extensive reference checking on the company. The complexity of this project is in the integration. TAN is the cream of the crop for integrations. So far, they have completed three integrations and he is confident they can continue successfully. TAN assesses issues as they come up. Reeves said she understands the complexity of the project. Her fear is that the system does not do maintenance reporting. Sander said the system has a maintenance log to monitor changes.

Hoffmann said after reviewing the 100 basic reports provided with the system he found that some will meet the county's needs and some will not. Departments have different reporting needs so changes may have to be made. Cummings said the county may have to pay extra for the development of some little reports that are not used by all departments.

Morris asked if the county has to pay extra for every problem? Sander said TAN is expected to meet all the RFP requirements. The county has paid very little so far and additional funds will not be paid until TAN meets certain milestones.

Dwyer asked has an ROI been completed for this project? Sander said the vendor hired a consultant from GLA to perform a cost analysis. Cummings said the county did its own ROI. Biagioli said there is a payout period of 30 months after full implementation. Maintenance costs are built into the contract. Sander said the contract also includes an evergreen policy meaning the vendor must keep current with interfaces.

Herzfeld said he put his company through this transition and the same frustrations. It is good that staff working in the cashiering areas make their needs known. A list needs and issues should be put together and shared with the County Board. It would also be helpful to create metrics on the vendor to measure how they are doing. No software package is perfect.

eDocument Management – Biagioli said the county started reviewing edocument and email retention two years ago. A 2010 capital project was set up to replace the current technology used to maintain scanned images because it is starting to fail and no longer made. IT and records management staff are working on a replacement strategy to retire the old equipment before 2010. It is important to maintain to make sure none of the documents have been altered. The new system will have a litigation hold so nothing can be deleted once a discovery is submitted. It will also save the county money on information requests. Rules need to be written for edocument retention that match the county's paper retention schedule. It is not IT's role to determine how long to keep records. The new system will notify people when an edocument needs to be destroyed. Right now, it is up to the mailbox holder to decide how long to keep documents.

Morris asked what happens to previously scanned documents? Biagioli said the scanned docs will have to transition into the new system. Sander said technology has evolved allowing a date of destruction to be added to documents.

Tax System – Limoni said currently IT are working to duplicate the recently sent out tax bills and so far the bills are matching. The county is waiting on a major import that Easy Tax has been working on for three to four months, which would provide the ability to get information from independent municipalities such as the Cities of Waukesha and New Berlin. Staff has been working on and testing an interface to process tax payments through the new cashiering system. Reeves said the departments are working together and making strides. A large amount of work needs to be done on the collections side.

Herzfeld asked is the project on pace? Limoni said it is a slow pace. Hoffmann said they are working to roll to the new tax system during the second quarter of 2009.

PCI Compliance – Mundt distributed and reviewed a handout titled *PCI-DSS Fact Sheet for Executive Committee Meeting, February 16, 2009*. Payment Card Industry - Data Security Standards (PCI-DSS) is a compilation of rules and policies, which apply to any organization that accepts, processes or stores credit card information. It is intended to establish standards to protect consumers' credit information with technology and policies. PCI-DSS standards are enforced by an audit from the credit card companies. While compliance does not carry the force of the law, the organization can levy fines for non-complying companies or stop allowing merchants to process cards.

Mundt said PCI compliance has been discussed in various forums including with the Cashiering System Project Committee and the County's Information Security Council. A consultant was hired in December 2008 to provide a quick review of the county's posture, perform a quick gap analysis and create a prioritized work plan to obtain and document compliance. An initial meeting was held with the consultant and a timeline was established. New information received the week of January 26, 2009 changed the scope of the project causing additional project hours and cost. Since the cost of the consultant was already at the maximum allowable dollar amount without an RFP, the contract with the consultant was cancelled. Presently, IT staff is researching what can be done to begin the effort while an RFP is researched. Many PCI requirements are already in place and need to be documented. Compliance is a big deal, expensive, involves a large work effort and getting bigger. Mundt expects to report significant progress on this project the next time he reports to the Executive Committee.

Ruf asked isn't canceling a contract with a consultant self-destructive? Biagioli said the department followed the county rules to cancel the contract. We have to work with purchasing on what to do next because of the increased cost of the consultant.

Herzfeld said auditors have been relatively lenient on those who are making steps forward and have documented efforts. He recommended the county looking at other compliance issues that should be updated.

Discuss and Consider Ordinance 163-O-085: Modify Capital Project 9903 CTH Y, I-43-CTH I and Reduce Debt Borrowing in the 2009 Capital Budget

Cummings said this ordinance reduces the 2009 capital expenditure budget by \$2,000,000 to \$17,399,400. This includes a \$2,000,000 expenditure appropriation reduction for capital project 9903 CTH Y, I-43 to CTH I in 2009. Construction bids received for this project in January were very favorable allowing the total project budget to be reduced from \$13,145,000 to \$11,145,000. The ordinance also recognizes the need for less capital project funding and will reduce debt borrowing for the 2009 capital budget by \$2 million from \$10 million to \$8 million. The reduction in borrowing will reduce future debt service budgets including \$2 million less in principal payments and nearly \$600K less in interest payments over the planned ten-year life of this issue using an estimated interest rate of 3%.

MOTION: Ruf moved, Swan second, to approve Ordinance 163-O-085. Motion carried 6-0.

Discuss and Consider Ordinance 163-O-086: Authorize the Waukesha County University of Wisconsin Extension Office to Accept a Contract from the Village of Chenequa for Comprehensive Planning Facilitator Services

MOTION: Haukohl moved, Swan second, to approve Ordinance 163-O-086.

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Cooper said this contract is with the Village of Chenequa with a total cost of \$9400. This ordinance will appropriate the balance of \$975.

Motion carried 6-0.

Discuss and Consider 163-A-061: Appointment of Gay Alberts Ruby to the Federated Library Board

MOTION: Ruf moved, Morris second, to approve Appointment 163-A-061. Motion carried 6-0.

Discuss and Consider 163-A-062: Appointment of Robert Putney to the Sheriff Civil Service Commission

MOTION: Morris moved, Ruf second, to approve Appointment 163 -A-062. Motion carried 6-0.

Committee Reports by Committee Chairs for the Following Meetings:

February 3, 2009 – Land Use – Ruf said the committee heard a presentation on lake management districts and then a hearing was held pertaining to territory in the Little Muskego Lake District.

February 12, 2009 – Public Works – Swan said the committee approved a bid for Capital Project #200616 - Medical Examiner Expansion and two ordinances pertaining to Capital Project 9903 and the 2009 airport operating budget due to a special assessment by the City of Waukesha for sanitary sewer.

February 13, 2009 – Judiciary – Morris said the committee approved seven ordinances with no outstanding disagreements. They also heard an incredible presentation on the Juvenile Diversion Program.

February 12, 2009 – HHS – Olson reported the committee heard updates on the Human Health Hazard Memorandum of Understanding, Public Health and Public Health Governance Essential Service #4. The committee discussed the possibility of pursuing U.S. Dept of Education grant funding for physical education equipment for the Juvenile Center and toured Hartfel House and the Birth to Three Center in Menomonee Falls.

Chairman's Update on the Following Organizations:

Wisconsin Counties Association – Dwyer said he and Haukohl, Morris and Ruf attended WCA's Legislative Exchange. It was a worthwhile event. Dave Krahn set up a very organized visit with our legislators and we got our message across. Conference attendees saw an excellent movie titled IOUSA. Mark O'Connell is working on getting a copy for all WI counties. Milwaukee County had a large contingency at the Exchange. After significant county board downsizing to 11 members, Walworth County dropped out of WCA and NACo. The eleven-member board no longer has time to belong to these organizations.

Ruf left the meeting at 10:40 a.m.

Local Government Institute – Dwyer said this organization of towns, villages, cities, counties and public members is working on critical issues.

Justice Reinvestment Initiative Oversight Committee – This is a Legislative Counsel Study Committee that reviews the justice system throughout the state. The consultants heading the study are coming back March 11th to present a preliminary synopsis of their findings.

Southeastern Regional Planning Commission – Dwyer said as a member of the Executive and Administrative Committees, he meets with the group monthly to review the Commission's operations including approving the check register, reviewing the work plan, etc.. SEWRPC's budget has not increased in five years, which accounts for the drop in the number of employees and the 20% employees' share of health insurance premiums.

Legislative Update

Krahn said the state is expected to get \$3.5 billion from the passage of the federal economic stimulus money plus \$550 million for transportation/infrastructure funding. Of the \$3.5 billion, \$2 billion is for education and health care. Nationally there will be \$2 billion in Byrne Grants, \$1 billion in child support enforcement money, \$100 million for victim assistance, \$6.3 million for Local Government Energy grant, \$1.1 million supplemental airport grant, \$1 billion for CDBG, etc. There are a lot of unanswered questions and rules that need to be resolved regarding how the money will be distributed and who will monitor spending. Language is clear that money is to supplement not supplant.

Krahn said NACo is fighting against a federal withholding measure, which would result in counties withholding 3% federal tax on all contracts. The House was going to eliminate it while the Senate said to delay it and the delay survived. The tax will take effect December 31, 2011.

Krahn said Governor Doyle will give his state budget address tomorrow. 911 language may be in the bill but Krahn is not aware of any details. At the WCA Legislative Exchange last week, our contingency had a good discussion with our delegation regarding several issues including: courts funding, youth aids, transportation funding, etc.

Krahn distributed and discussed a handout titled *2009 State Legislation, 2.16.09*. There are four bills dealing with OWIs but no hearings yet. None of the bills have fiscal notes attached. There are more OWI bills waiting in the wings. Krahn reviewed the following bills as outlined in the handout: AB 36, SB 37, SB 46, SJR 11 and AB 25. There is speculation there will be a smoke free bill in the budget along with language for sales tax to fund RTA.

Approve Minutes of February 2, 2009

MOTION: Haukohl moved, Morris second, to approve the minutes of February 2, 2009. Motion carried 5-0.

Correspondence

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

MOTION: Swan moved, Haukohl second, to adjourn the meeting at 11:15 a.m. Motion carried 5-0.

Respectfully submitted,

Bonnie J. Morris
Secretary